

Vacancy Announcement

Program Assistant (Anti-Terrorism/Force Protection) GS-0344-07

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Announcement Number: NW0344

Date Opens: NOW

Date Closes: 08 March 2004

Location: Headquarters, Naval Facilities Engineering Command

Area Of Consideration: Department of Navy Wide

About Us: The Naval Facilities Engineering Command (NAVFAC) manages the planning, design and construction of shore facilities for U.S. Navy activities around the world. We provide the Navy's forces with the operating, support and training bases they need when they are home...from the sea. The Anti-Terrorism/Force Protection Program is responsible for managing the following programs: Physical Security Equipment program; Chemical, Biological, Radiological, Nuclear and high-yield Explosive Defense Program; and Emergency Management Program and is responsible for facility planning and design criteria intended to improve an installations capability to protect against terrorist incidents.

About the Job: This position provides program support to the NAVFAC Anti-terrorism and Force Protection (ATFP) program staff. The incumbent in this position will be expected to have basic understanding of these program elements. The incumbent will provide program assistance in the form of correspondence, messages, travel requests, time-keeping and coordination with NAVFAC Administrative programs (telephone, NMCI) as required.

Qualified typist required

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